



CITY OF NEWARK HOLIDAY TREE DISPLAY

SHARE YOUR HOLIDAY SPIRIT

AT CITY HALL

WHAT THE CITY PROVIDES:

- A beautifully decorated holiday tree in front of City Hall.
- One 120v extension cord per display for lighting.

GUIDELINES FOR PRIVATE DISPLAYS:



Space

10' x 10'



Height

Maximum
Height of
10 feet.



Installation & Maintenance

You are
responsible for
installation,
upkeep, and
removal.



Lighting

Flashing
lights are
not
permitted.



Dates

First
Friday in
December
through
January
4th.



Signage

Avoid
displaying
signs
endorsing
religious
beliefs.

HOW TO PARTICIPATE:

- Spaces are limited and assigned on a first-come, first-served basis
- Applications can be submitted electronically by emailing them to parksrec@newark.de.us or delivering them to the Parks & Recreation Department in person during regular business hours.

REGISTRATION & GUIDELINES



QUESTIONS & REQUESTS:

For additional information or to request display space, please contact the Newark Parks & Recreation Department at (302) 366-7000 or via email at parksrec@newark.de.us.

**Celebrate the season, share your traditions,
and brighten City Hall for the community!**

City of Newark Holiday Display Application

Parks & Recreation Department
220 South Main Street, Newark, DE 19711
Email: parksrec@newark.de.us | Phone: (302) 366-7000

Applicant Information

Organization/Group Name: _____
Contact Person: _____
Phone Number: _____ Email: _____
Mailing Address: _____

Display Information

Display Title or Holiday Theme: _____
Brief Description of Display (materials, design, lighting, etc.): _____

Display Dimensions (up to 10' x 10' x 10'): _____

Will your display include lighting? Yes _____ No _____

If yes, describe lighting type (LED, string lights, etc.): _____

Installation & Removal Timeline

Displays may be installed beginning the first Friday in December and must be removed no later than January 4
The City will provide one 120V extension cord per display.

Estimated Installation Date: _____

Estimated Removal Date: _____

Acknowledgment & Agreement

By signing below, the organization and its representative agree to:

- Comply with all City of Newark Holiday Display Policy Requirements.
- Assume full responsibility for installation, maintenance, and removal of the display.
- Hold harmless and indemnify the City of Newark from any claims or damages arising from participation.
- Ensure the display does not include signs or messages endorsing religious beliefs.
- Remove the display no later than January 4 or risk removal by City staff at the group's expense.

Signature of Representative: _____

Printed Name: _____

Date: _____



PARKS & RECREATION CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7169 · www.newarkde.gov

City of Newark Holiday Display Policy

Purpose:

To provide guidance for private organizations and groups interested in installing traditional holiday displays in front of City Hall, alongside the City's official holiday tree.

Policy Overview:

The City of Newark welcomes private organizations and groups to contribute to the festive holiday atmosphere by installing their own holiday displays in designated areas of City property. The following parameters apply:

1. Display Area:

- Prior to November each year, the City's Parks and Recreation Department will designate locations for private displays and prepare an exhibit of available spaces for private organizations to select from which will be attached to an application form and made available on the City's website.
- Each group may request a single designated space of up to 10 feet by 10 feet.
- Display locations will be assigned on a first-come, first-served basis due to limited space.

2. Installation and Equipment:

- Groups are responsible for providing all personnel, materials, and equipment for the installation of their display.
- Maximum display height for private groups is limited to 10 feet.
- Flashing lights are not permitted. The City may, at their discretion, require adjustments to lighting if they determine the original lighting may cause a nuisance, excessive light pollution, or safety concerns with vehicles.
- The City will provide one standard 120 V extension cord per display.

3. Display Duration:

- Displays may be installed and illuminated from the first Friday in December through January 2.

4. Maintenance and Liability:

- Groups are fully responsible for all upkeep, maintenance, damage, and removal of their displays.
- The City will not purchase, store, maintain, or install any private displays.

5. Coordination:

- The application period for the upcoming December holiday season will begin on September 1st of each year and end on December 1st. Applications can be submitted electronically by emailing them to parksrec@newark.de.us or delivering them to the Parks and Recreation Department in person during regular business hours.
- The City reserves the right to deny or reassign space based on availability, safety, operational or other considerations.

City Contribution:

- The City will provide a decorated holiday tree, which will remain in place from the first Friday in December through January 2.

Signage: Please refrain from erecting any signs with messages endorsing any religious belief.

Questions and Requests:

For additional information or to request display space, please contact Newark Parks and Recreation Department at (302) 366-7000 or via email at parksrec@newark.de.us.